

## **INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF FINAL PRETRIAL ORDER**

Counsel are directed to meet in advance of the final pretrial conference and jointly develop the contents of the proposed Final Pretrial Order which shall be presented for the court's approval ***no later than five days before the final pretrial conference***. Also, attention is directed to Fed. R. Civ. P. 16(d) ("The conference shall be attended by at least one of the attorneys who will conduct the trial for each of the parties and by any unrepresented parties.").

Listed on the following pages are matters to be included in the Final Pretrial Order. For convenience of the court and counsel, the prescribed sequence and terminology should be used in the preparation of the Final Pretrial Order. The bracketed and italicized information on the form explains what the court expects. The form for the Final Pretrial Order can be copied, printed, or downloaded from the court's web site, [www.cod.uscourts.gov](http://www.cod.uscourts.gov). The form is pages four through six of my Civil Trial Procedures posted on the web site. Click first on the "United States District Court" button and then on the "Judges' Information" button to navigate to these trial procedures. A computerized version of the form (in WordPerfect version 9) can be obtained by delivering a 3½" diskette to my secretary or courtroom deputy clerk and asking for a copy of the form.

The Final Pretrial Order shall be double-spaced in accordance with D.C.COLO.LCivR 10.1E, even though the instructions in the following format for the proposed Final Pretrial Order are single-spaced. Please note also that the attached form is customized for proceedings before me, since the magistrate judges are not involved in final pretrial conferences in cases assigned to me. Be careful to use this form, getting an electronic copy from my staff or the web site.